

## CHAPTER 13 - RN CATERING MANAGEMENT

1301. **Augmented Manpower Levels in HM Ships and Submarines.** As laid down in BR3 Ch 59 and BR 2002 Ch 3 ships companies are to be augmented with catering services personnel when embarking additional forces on HM Ships, Submarines and RFA Vessels. The following scales in Table 13.1 and Table 13.2 are to be used where practical:

**Table 13.1**  
**Augmented Manpower Requirements (Chef)**

EMF	OR6	OR4	OR2	TOTAL
20 – 50	-	-	1	1
51 – 100	-	-	2	2
101 – 150	-	1	2	3
151 – 250	-	1	3	4
251 - 350	1	2	3	6
351 – 500 +	1	2	4	7

**Table 13.2**  
**Augmented Manpower Requirements (Steward)**

EMF	OR6	OR4	OR2	TOTAL
20 -50	-	-	1	1
51 - 100	-	-	2	2
101 – 150	-	1	2	3
151 – 250	-	1	3	4

- a. Embarked Forces Catering Services ranks are to be employed within the ships CS Watch Routine and IAW rank and trade.
- b. Where possible augmented personnel are to be borne solely for duties within the host unit. However, when practical (i.e. for RM EMF) embarked forces CS ranks are to be released from employment to carry out mandated EMF training and 48 hours prior to disembarking. In all cases close liaison between the embarked forces and LO/SR CS is essential.
- c. If the above manpower requirements cannot be achieved it must be identified at the earliest planning stage. If unresolved advice should be sought from respective manpower pools (i.e. MASF, SQDN's, 3 Cdo Bde Caterer), Logistics Branch OR CM SO2 and the augmentation cell (ACMP).
- d. A further requirement for communal party personnel may be required in liaison with the host Executive Department.
- e. When EMF organisations such as COMUKTG, Bde Staff or Aviation are embarked, and the combined numbers exceed those in Tables 13, the ship is to liaise 3 Cdo Bde Caterer in order to meet the requirement.

1302. **Stock Levels in HM Ships and Submarines.** The optimum Endurances laid down in the Confidential Supplement to Chapter 3 of BRd 2002 (0301) provides a target that **MUST** be achieved by the Senior Catering Services Rating. Food requirement is best established from Ships' usage data, providing guidance to each LO/LSO. To provide the information needed to calculate storing requirements, Ships are to record the following information:

- a. **Maximum Stockholding.** This should be the holding necessary to maintain a balanced diet based on endurance items only, when the Ship is stored to maximum

endurance supported by a TRICAT endurance print and dormant demands. Details are to be held in the Catering Management Record Part 2 (CMR Pt 2).

b. **Minimum Stockholding.** This should be the minimum stockholding necessary based on endurance items only to maintain a 14 day balanced diet not including ORP or SER. Information should be supported by a TRICAT endurance print along with dormant demands and held in CMR Pt 2.

**Note:** RFAs are to include 7 days Emergency Provisions (EPs) if no ORP/SER is held.

c. **Dispersed Stock.** The maximum stock levels indicated in BRd 2002 can be enhanced by the utilisation of cram stow techniques and the use of pre-identified dispersed storage locations around the Ship. These locations should be identified and estimates made, details are to be held in CMR Pt 2.

1303. **Readiness States.** The readiness states the Naval Service adhere to are listed in the RN Plan which cascades directly from The Strategy for Defence (SfD). Readiness is a generic term covering 'readiness time' and 'readiness state'. Readiness time is the period required for elements of a force to be ready to deploy from their home base or current location to undertake specific MTs, appropriately manned, equipped, trained and support to conduct the allocated task. Readiness state is an assessment of the capability of a FE at a given point in time to conduct the full spectrum of MTs.

**Note:** Readiness Categories (aligned with NATO) can be found in the RNP and range from R0+ to R11.

1304. **Review of Stock Levels.** The maximum and minimum stockholding line items and figures are to be reviewed quarterly, on change of LO/LSO, Senior Catering Services Rating and after extended periods deployed from base port. These figures are to be recorded in the CMR Pt 2. When Ships anticipate falling below minimum stock levels they are to report to the Fleet Commander, Northwood for authority to do so and copy in the NCHQ WOCS – **NAVY LOG INFRA-OPS CS WO RN**.

1305. **Provision Endurance Tables.** It is often essential for operational reasons to predict the provision endurance of ships accurately. All surface Ships carrying a LO/LSO are to complete this task at least quarterly and always prior to deployment. The TRICAT endurance print option will provide the caterer with all relevant data to complete this task.

1306. **Weekly Logistics and Sustainability Report.** When completing the WLSR the Senior Catering Services Rating is to use both Fleet Portion and Consumption endurance prediction data. These quantities are to be shown separately on the WLSR. The prediction of the 'Days Endurance' shown on the top of the WLSR is always to be based on embarked fully victualled personnel, in accordance with BRd 2002, with the lowest 'Number of Days Stock', Consumption, from the following:

- a. Meat and Fish.
- b. Vegetables.
- c. Potatoes, Rice and Pasta.

1307. **Fleet Days Endurance.** The Fleet Days Endurance figure shows the endurance which should be achieved with strict portion control when issuing, cooking and serving.

1308. **Ship's Days Endurance.** Ship's Days Endurance (Consumption) figure shows the Endurance which could be achieved without changing the standard portions to which the Ship's Company will have become accustomed to during normal operating programmes.

**Note:** Whenever changing from Ship to Fleet Portion sizes the Ship's Company should be informed of the change and the reasons why. The calculated difference between Fleet portion size and Consumption is 15%.

1309. **Ships Usage Data.** In peacetime this cannot necessarily be used to establish the maximum possible provision capacity required in a war role because storing intervals have to be extended and recourse to regular replenishment of fresh provisions will not be available. In planning extended Endurance, the use of substitutes and alternative foods in place of frozen items must be considered to allow maximum space for refrigerated items, which have no alternative. When selecting canned, dried and boned items to provide a balanced provisions holding at maximum Endurance, great care must be taken to ensure the necessary variety, nutritional value and quality of food.

## COMPLIANCE MANAGEMENT

### 1310. Governance and Compliance Management.

- a. NCHQ is required to report legislative, accounting and procedural compliance to the Permanent Under Secretary on an annual basis. Logistics compliance is included in this process through the Fleet Audit Committee. Compliance will be assessed using the Compliance Management Tool (CMT), managed through a 4 Tier reporting system.
- b. The CMT is an Excel Spreadsheet based facility which enables the recording of checks as they are completed. Using a traffic light colour coding system and with the ability to record comments, each tier of checks is assessed by the next highest level on a risk/professional judgement basis and ultimately requires the Tier 3 to report to NCHQ (Tier 4) that compliance is met or not.
- c. Detailed responsibilities can be found in The Queen's Regulations for the Royal Navy (BRd 2), Chapter 12, however at unit level (self accounting), checks on procedures and accounting practices/standards are the responsibility of the Catering Services Senior Rating (Tier 1) and the Logistics Officer (Tier 2). Tier 1 checks completed by Tenders will be reviewed at the Tier 2 level by the Waterfront Logistics Support Group (WLSG).
- d. A series of 13 checks (summarised below) on the various aspects of catering accounting and food services management, including food hygiene/safety procedures and HACCP, are to be completed at the appropriate periodicity using CMT. Tier 1 checks are to be carried out by the rating carrying out the task, but ultimately the responsibility for the checks remains with the sub-departmental Senior Rating/Senior Logistics (Catering Services) rating borne.

**Note:** The surprise Messing Evaluation Check (see Annex A) is to be formally conducted by the Senior Caterer monthly and verified by the Logistics Officer and is to be retained with that period's account for audit.

- e. Summary of CMT checks:

**Check 1** – Quality and Quantity checks of provision deliveries, including temperature control requirements.

**Check 2** – Verification of delivery voucher processing.

**Check 3** – Stocktaking.

**Check 4** – Catering Accounting Actions.

**Check 5** – Endurance Levels.

**Check 6** – Messing Evaluation Check.

**Check 7** – Cash Casual Meals.

**Check 8** – Crown Laundry Account Verification.

**Check 9** – Training Documentation.

**Check 10** – Training CMT Tier 1.

**Check 11** – Training Conducted.

**Check 12** – Departmental Manpower/Training Requirements.

**Check 13** – Internal Audit.

## **LANDING AND DISPOSALS OF PROVISIONS IN UK FROM HM SHIPS, SUBMARINES AND RFAs**

1311. **Regulations for Landing and Disposal of Provisions.** The landing of provisions is strictly controlled by the Department of Environment, Food and Rural Affairs (DEFRA). The regulations issued by DEFRA are designed to prevent contamination of the food chain by restricting importation of food into the UK and DEFRA must always be informed when it is intended to land provisions in the UK. Under Intervention Board Agriculture Policy (IBAP) rules, all food which has attracted a Common Agriculture Policy (CAP) refund, regardless of its intended destination ashore, is to be declared on landing to HM Revenue & Customs (HMR&C).

1312. **ICW.** Once a vessel has docked in a foreign port outside of the EU, regardless of whether they have taken on catering stores or not, subsequent catering waste is then classed as ICW. The following rules apply (see JSP 456 Pt.2 Vol 3):

- a. Cooked and processed food products are to be disposed off as ICW. Furthermore packaging that has come into direct contact with the food stuff is also classed as ICW.
- b. Waste must be kept double bagged, in separate, covered and leak proof containers. There is no requirement to double bag waste if using the ICW Gash Bags NSN 8105-99-701-2641.
- c. ICW is to be disposed of in ICW food skips marked "Category 1 By-Product for Disposal Only" and is **NOT** to be disposed of in normal waste skips, which would cause cross contamination. Cat 1 Food Waste Skips are to be requested by LOGREQ prior to arriving alongside in the UK whether returning to base port or a commercial port.
- d. Used frying oil is also to be classed as ICW and therefore disposed of correctly. Frying oil is not to be ditched into ships sullage tanks or anywhere else it could potentially cause further contamination. The original frying oil containers should be utilised until the oil can be disposed of legally.
- d. On returning to the EU all food waste is still classed as ICW until the Captain or Commanding Officer has signed a declaration to state that the ships storerooms have been completely emptied, cleaned, disinfected and restocked in the EU. This declaration can be found at Annex B.

**1313. Regulations for the Transfer of Provisions.** HM Ships, Submarines and RFAs are not to transfer provisions to any shore units. Provisions may only be landed for destruction or for transfer to other eligible Naval vessels. HM Ships, Submarines and RFAs having returned to the UK with foreign purchased products still on board may continue to use this food whilst alongside.

**1314. Minimising Destruction Costs.** The destruction of food is expensive, both in terms of the write-off of the food itself and the cost of destruction. HM Ships, Submarines and RFAs planning to de-store are, therefore; to ensure, programme permitting, that stocks of provisions are reduced to the absolute minimum prior to the event and authority to transfer provisions at a reduced price is to be requested, through NCHQ, to DFS. Units intending to fall below their minimum Endurance levels are to e-mail the Fleet Commander, Northwood for authority to do so and copy in the NCHQ WOCS – **NAVY LOG INFRA-OPS CS WO RN.**

**1315. Instructions for the Disposal of Provisions.** No provisions may be landed for disposal without written authority being granted by NCHQ. Approval will only be forthcoming in the case of Ships paying off, entering refit or following a refrigerator failure. Units intending to land provisions for disposal are to forward the following details to NCHQ:

- a. Reasons for de-store.
- b. Priced lists of provisions to be disposed of.
- c. Where the disposal is to be undertaken.

Furthermore, contact is to be made with the appropriate WLSG at the earliest opportunity to facilitate early planning. Once written authority has been received, the unit, in conjunction with, WLSG staff, will make all the necessary arrangements for the destruction.

## **LOCAL PURCHASE OF PROVISIONS**

**1316. Regulations for the Local Purchase of Provisions.** The following regulations apply for the local purchase of provisions:

- a. **Shore Establishments in UK.** Local purchase of non core range commodities can only take place with DFS approval (see JSP 456 Pt.2 Vol 2 Ch 4).
- b. **Ships/Submarines in UK Naval Bases.** Local purchase of non core range commodities can only take place with DFS approval (see JSP 456 Pt.2 Vol 2 Ch 4).
- c. **Ships/Submarines in Other UK Ports.** The PFM contractor will only supply provisions to those commercial ports listed in the MOD Food Supply Contract User Manual. In all other commercial ports ships are authorised to local purchase provisions after having first sought advice from NCHQ.
- d. **Ships/Submarines Visiting Gibraltar, Cyprus and Falkland Islands.** See JSP 456 Pt.2 Vol 2 Ch 2 and the MOD Food Supply Contract User Manual.
- e. **Ships/Submarines in Foreign Ports.** As a matter of course, Ships/Submarines are to use the Port Agency Contract (PAC) as detailed in BRd 2002 Ch 6 and the Solid Support Pack (SSP) in accordance with para 1320. In ports where the PAC does not exist Local Purchase should be made in accordance with para 1319.

**1317. Accounting/Administration Instructions for Local Purchase of Provisions Using Port Agency Contract.** There is no monetary limit on the local purchase of provisions but it is the responsibility of the LO/LSO to ensure that excessive prices are not charged and that unnecessary expenditure is not incurred by the Exchequer. Details on the process by which the PAC is operated can be found in BRd 2002 Ch 6. The following regulations are to be adhered to:

- a. The PACRF should ask for the agent to nominate a ships chandler.
- b. The agent should be asked to provide price comparisons from a standard list of basic provisions to ensure that value for money can be demonstrated. These price comparisons should be obtained prior to placing an order.
- c. The Senior Caterer must ensure that any excessively over priced commodities not affecting endurance, i.e. ready made larder products, are not demanded where basic ingredients are available and could be used to produce the same end product.
- d. Local purchase provisions deemed solely for repayment are to be taken on charge at cost price and charged accordingly to the relevant repayment mess.
- e. If at anytime the selected chandler does not meet the expected standards of service or quality the Agent should be instructed to intervene. CMT 1 is to be annotated accordingly and NCHQ informed as a matter of routine. The LO/LSO should even consider instructing the Agent to change the chandler.
- f. All purchases are to be checked on delivery for quantity and quality in accordance with CMT 1.
- g. Payment is not to be made direct to the chandler or agent. The LO/LSO should cross check the final statement against the TRICAT Local Purchase Payment Sheet and then validate and endorse individual invoices and the agents final Summary of Services for central payment.

**1318. Accounting Instructions for Local Purchase of Provisions using the Multinational Logistics Services Provision Basket (MLS(PB)).** NCHQ has negotiated with MLS, the port agency contractor, for a fixed price provisions basket containing 2 lists of items known as the Basic and Enhanced lists. These prices are fixed for a term of 4 months, are only valid in the ports directed by NCHQ and the following regulations are to be adhered to:

- a. Provisions are to be ordered using the MLS(PB) Order Form, issued by NCHQ, and are to be sent to the Port Agency Contractor no later than 5 days before the expected date of arrival.
- b. Provisions in the Basic MLS(PB) are to be re-valued to the current Core Price List.
- c. Provisions in the Enhanced MLS(PB) cannot be re-valued and must be entered on TRICAT with a local number and taken on charge at the published price. The LO/LSO is to ensure that the catering account is able to afford these items.
- d. Units can still purchase provisions that are not listed on the MLS(PB)s but these items must be entered on TRICAT with a local number and taken on charge at the cost price. The LO/LSO is to ensure that the catering account is able to afford these items and that they are getting value for money.
- e. If at any time the Chandler does not meet the expected standards of service or quality the Agent should be instructed to intervene and the Deputy Fleet Logistics Coordinator (DFLC) and the NCHQ WOCS are to be informed. CMT 1 is to be annotated accordingly. The LO/LSO should consider instructing the Agent to change the Chandler in consultation with the DFLE.
- f. If a different chandler is used, who does not have a negotiated MLS(PB), Local Purchase regulations apply in accordance with para 1317.

- g. All purchases are to be checked on delivery for quality and quantity in accordance with CMT1.
- h. Payment is not to be made direct to the Chandler or Agent, the LO/LSO is to check the final statement against the TRICAT Local Purchase Payment Sheet and then validate and endorse individual invoices and the Agents final Summary of Services for Central Payment.

**1319. Accounting/Administration Instructions for Local Purchase of Provisions in Non-PAC Ports.** Ships visiting foreign ports where the PAC is not being used are in the first instance to request Host Nation Support (HNS) through the Embassy. If HNS is not available and local purchase is authorised the following procedures are to be followed:

- a. LO/LSO is to request for a minimum of three chandlers on arrival in the visit letter/LOGREQ.
- b. On arrival the LO/LSO should conduct competitive tendering between the chandlers taking prices, ability to meet the order, advice from military attaché/consular staff and port guide comments into account. Copies of the price lists, including those from chandlers not selected are to be retained for audit.
- c. If only one chandler is available then CMT 1 is to be annotated accordingly.
- d. The chandler should be informed of the following:
  - (1) Failure to meet quality, quantity and service standard will lead to rejection or cancellation of orders without notice.
  - (2) All deliveries are to be accompanied by properly prepared invoices.
  - (3) Any discounts allowed are to be clearly shown on invoices and the final statement.
- e. TRICAT demands are to be submitted to the selected chandler.
- f. The LO/LSO to ensure that excessive prices are not charged and that they are getting value for money.
- g. The Senior Caterer must ensure that any excessively over priced commodities not affecting endurance, i.e. ready made larger products, are not demanded where basic ingredients are available and could be used to produce the same end product.
- h. Local purchase provisions deemed solely for repayment are to be taken on charge at cost price and charged accordingly to the relevant repayment mess.
- i. All purchases are to be checked on delivery for quantity and quality in accordance with CMT1.
- j. Payment should be made prior to leaving the port. The LO/LSO is to cross check the final statement against the TRICAT Local Purchase Payment Sheet and certify the account for payment.

**1320. Solid Support Pack (SSP).** The SSP offers an opportunity to demand frozen and dry food stocks from the UK MOD Food Supply Contractor and this will be delivered using 20 or 40 ft temperature controlled ISO containers. The opportunity to use the SSP is limited to certain ports and conditions and the LO/LSO should consider the use of the SSP in their pre-deployment

planning in consultation with NCHQ. Authority to use the SSP is required from the FLC or NCHQ WOCS.

## REFRIGERATED STORAGE IN HM SHIPS

1321. **General.** Day to day operation and use of refrigerated compartments requires specific instructions to be followed to ensure that the unit functions correctly and that the provisions stored within remain safe to consume. Such instructions also allow early fault detection and swift corrective action to be undertaken. LO/LSOs are to ensure that their staffs are fully briefed on the correct storing, monitoring, inspection and temperature recording procedures for refrigerated compartments. Additionally, the CMR, Standing Orders and orders for duty personnel must state quite clearly the routine to be carried out in the event of refrigerator failure, with particular reference to the remedial actions to be undertaken outside of normal working hours.

1322. **Refrigerated Compartments – Instructions for Personnel.** The following instructions are to be adhered to by all personnel responsible for, or who use, refrigerated storage in HM Ships:

- a. **Catering Services Refrigerator Temperature Records.** Refrigerator Temperature records are to be maintained by catering staff and are to be used to record the relevant information detailed at 1325.
- b. **Completion of Records.** The Refrigerator Temperature Record page is to be completed thrice daily and filed with the end of month catering account.
- c. **Entering Refrigerated Compartments.** A minimum of two persons are to be present when opening and working in refrigerated compartments.
- d. **Openings.** Openings of refrigerated compartments should normally be restricted to a maximum of 2 per day for no longer than 15 minutes on each occasion. When openings in excess of 15 minutes are required for storing ship or stocktaking, the ME Department are to be informed in advance so that temperatures can be monitored and managed.
- e. **Plastic Curtains.** If fitted, plastic curtains are to remain in use and not tied back.
- f. **Refrigerator Alarms – Weekly Test.** A weekly, refrigerator alarm test is to be conducted (liaising with SCC/HQ1) to test the reaction of members of the Ship's Company. The results of this test are to be recorded on the Refrigerator Temperature Record page.
- g. **Refrigerator Failure near a Port.**
  - (1) Inform the Commanding Officer through the LO as it may be possible to advance the ETA.
  - (2) In order to reduce the number of fridge openings remove sufficient stocks to last until arrival alongside, (being as quick as possible, from then on ensure refrigerators remain closed until de-storing commences). There is usually 24 - 36 hours to play with before the air temperature rises and the meat (contents of the fridge) takes over as the cooling agent until it is completely thawed.
  - (3) Utilise remaining stocks of fresh fruit and vegetables.
  - (4) Top up domestic refrigerators (DARs) with dairy products.
  - (5) Ascertain composition of stocks from stock record to assess the volume of work involved in de-storing.



- (6) Inform WLSG/Port Agency Contractor/NCHQ requesting, either:
  - (i) Assistance on arrival.
  - (ii) Provision of Mobile Refrigerated Container (MRC) ready for de-store.
  - (iii) Assistance of Base EHO to ascertain if stocks will be suitable to re-embark upon completion of repairs.
  - (iv) ICW Cat 1 Food Waste Skip if disposal of food is required.
- (7) Liaise with the EWO for manpower.
- (8) Plan what meat to use when the doors are opened.
- (9) Plan demands for daily deliveries.

**h. Refrigerator Failure at Sea.**

- (1) Inform the CO through the LO.
- (2) Remove large quantities of stock from the refrigerators, cook as much as possible and stow in ready use refrigerators.
- (3) Take over all DARs and stock with dairy produce.
- (4) Keep refrigerator doors closed until positive repairs are possible.
- (5) Signal other ships in the area requesting use of their refrigerator space or for provision of supplies.
- (6) Adjust menus to suit stock holdings.
- (7) On completion of repairs, survey contents of the fridge with the LO and the Medical Officer.
- (8) Discard meat etc, only if it constitutes a danger to health, otherwise retain and de-store for destruction on arrival at port.
- (9) Inform WLSG/NCHQ.

**1323. Storage of Provisions in a Refrigerated Compartment.** The following points are to be adhered to when storing refrigerated compartments:

- a. The area around the unit cooler is to be kept clear to allow for unobstructed air flow.
- b. If there is a requirement to cram stow, the free flow of chilled air around each compartment should be restricted as little as possible and for the minimum amount of time. Staff are to re-stow frequently to reduce the height of provisions and to prevent hot spots. Do not stow:
  - (1) One foot either side and below the unit cooler.
  - (2) Three feet in front of the unit cooler.
  - (3) One foot between the deck head and the top surface of any provisions.

- c. When the Ships' refrigerators can not meet the required Quick Frozen (QF) temperatures of a minimum of  $-18^{\circ}\text{C}$ , quantities of QF products are to be kept to a minimum. No ice cream is to be stored unless it can be kept at a minimum temperature of  $-18^{\circ}\text{C}$ .
- d. Galley ready use refrigerators are not to be stowed above the load line or cram stowed. Where possible, keep raw and cooked/prepared foods in separate units and always keep cooked/prepared foods above raw foods.

**1324. Ethysorb - Ethylene Removal.** Ethylene gas given off naturally as fruit and vegetables ripens will reduce shelf life and increase wastage. Controlling ethylene gas levels after storing will extend the life cycle of valuable endurance items, allowing them to be held for a much longer period of time. Ethysorb Tubes will assist in extending the life span of fruit and vegetables. The following procedures are to be followed:

- a. The best positioning of the Ethysorb Tubes is 2.5 – 5.0 cm from each blower unit. Where blowers are not fitted the rack is to be hung in a position where the air circulation is greatest.
- b. There is no recommended replacement date for the tubes; however caterers are to annotate the date on the end of the tube when they were installed and carry out monthly checks against quality. If the pellets, when crushed, appear brown in colour throughout then the tube is to be replaced.
- c. The Ethysorb Tubes and Retaining Straps can be ordered through the Supply Chain using the following NSN's:
  - (1) 5340 993181079 (Ethysorb Tubes)
  - (2) 5340 994226108 (Retaining Straps)
- d. Unused Ethysorb Tubes are to be stored along with all other non-food catering stores and their location within the compartment annotated.
- e. Ethysorb Tubes are to be double bagged, sealed and disposed of as General Waste.
- f. Technical and Safety Data Sheets can be found at [Molecular Products](#). These are to be retained in the Catering Management Record Part 2.

**1325. Temperature Recording of a Main Refrigerated Compartment.** The temperature reading is to be taken and recorded as follows:

- a. The temperature reading from the external gauge outside each main refrigerated compartment is to be taken thrice daily and recorded on the Refrigerator Temperature Record page using the template in JSP 456 Pt.2 Vol 3 Ch 3 (Appendix 4).
- b. A weekly performance verification of the internal air temperature is to be checked using a Hanna probe and the reading recorded on the Refrigerator Temperature Record page.

**1326. Temperature Recording of a Mobile Refrigerated Compartment (MRC).** Instructions at 1324 regarding temperature control are also applicable to a MRC. Additionally the normal checks conducted by the ME Department on the Ship's main refrigerated compartments are to continue and are to include the MRC.

**1327. Temperature Recording of a Galley Ready Use Refrigerator, Domestic Automated Refrigerator (DAR) & Cold Counter.** The temperature reading is to be taken and recorded as follows:

- a. The temperatures are to be recorded in accordance with JSP 456 Pt.2 Vol 3 Ch 3.
- b. The temperature reading is to be taken from the external gauge/digital display. Units with a digital temperature display are to be verified weekly using a Hanna probe and the calibrated reading recorded on the refrigerator Temperature Record page or, in the case of Gallies, in the Daily Food Safety Management Record page. If DAR temperatures are taken daily using the Hanna probe there is no need to conduct an additional verification check.
- c. The temperature of a DAR need not be recorded unless high risk food items are stowed within.
- d. Servery or dining hall cold counters are to be used for display/meal service only and are not to be used as storage compartments for food. Food displayed in cold counters is to be considered as high risk and incorporated within the HACCP routines.

**1328. Provision of a MRC.** The Defence Container Management Service are currently responsible for the provision of a MRC which is provided for either a refrigerator failure or to store provisions whilst maintenance is undertaken on the main refrigerator. In the first instance the WLSG are to be contacted prior to requesting a MRC as they may be able to provide a local solution. For normal requirements, a minimum of 48 hours notice is to be given whenever possible. The following information will be required:

- a. Ship's UIN.
- b. MRC type and quantity.
- c. Delivery address and required delivery date.
- d. Estimated duration.
- e. Temperature settings required.

**1329. MRC Delivery Arrangements.** Ships are to seek assistance and advice on these arrangements from the relevant WLSG organisations. The relevant Base Security Office is to be notified to arrange access for transport into the Naval Base. Additionally, craneage, including a slinger, or a jumbo fork lift and an electrician must also be arranged for both the delivery and return of the unit.

## **CATERING SERVICES MANAGEMENT**

**1330. Management Logs in the Catering Services Areas.** In order for inspecting authorities to accurately audit the catering management logs and ensure that compliance, as well as due diligence, is being adhered to and practiced throughout catering services' areas the following logs and their contents are mandatory requirements directed by NCHQ:

- a. Catering Management Record (Part 1 and 2).
- b. Galley Management Record (Part 1 and 2).
- c. Food Safety Training Log.
- d. Dining Hall Log.

- e. Lift Log.
- f. CMT (electronically).
- g. Defect and Husbandry Log (JSP 456 Pt.2 Vol 3, 0349).
- h. Crown Laundry Verification Log.

1331. **Catering Management Record (CMR).** The CMR is set up in two parts, although it is acceptable to have both parts contained in a single log.

a. **Part 1.**

- (1) Duty Caterers Management page (Annex C).
- (2) Weekly Cleaning Record sheet.
- (3) Weekly Refrigerator Temperature Record pages (JSP 456 Pt.2 Vol 3 (3B4)).

**Note:** All authorised TRICAT laptop users are required to sign a copy of SyOps. A nominal list of all trained TRICAT users is to be retained in CMR Pt.1. This is to be updated as new personnel join the unit. A full TRICAT back-up is to be conducted at the end of each working day and is to be recorded on the Duty Caterer's Management page (Annex C). All back-ups are to be filed on the unit's external USB device and recorded accordingly.

b. **Part 2.**

- (1) Duty Caterers Roster.
- (2) Cleaning Cards and relevant COSHH data sheets.
- (3) Catering Management Supersession Certificate.
- (4) TRICAT min/max stock levels (including Endurance prints and dormant demands).
- (5) Fridge Failure Routines (including call out numbers).
- (6) TRICAT Manual Accounting Fallback Procedures and Templates.
- (7) Lift Log.
- (8) Dispersed Stock Plan.
- (9) Electronic copies of all extant Catering Publications.

1332. **Galley Management Record (GMR).** The GMR is set up in two parts, Part 1 is to be kept in the Galley and Part 2 held in the Galley Office.

a. **Part 1.**

- (1) Duty Watch Roster.
- (2) A copy of the Weekly Menu.
- (3) The GMR pages for the week (Annex D).

- (4) Daily Food Safety Management Record page (JSP 456 Pt.2 Vol 3 (3B1)).
- (5) The Advanced Food Preparation page (JSP 456 Pt.2 Vol 3 (3B2)).
- (6) Allergen Record Page (JSP 456 Pt.2 Vol 1 (5B)).
- (7) Blast Chiller Record page (JSP 456 Pt.2 Vol 3 (3B5-1)).
- (8) Weekly Cleaning Record sheet.
- (9) HACCP Flow Charts (JSP 456 Pt.2 Vol 3).
- (10) 10 Point code for food handlers (JSP 456 Pt.2 Vol 3 (Ch 4 Attachment 1)).

b. **Part 2.**

- (1) Monthly Probe Calibration Records for the "Hannah" hand held probes (JSP 456 Pt.2 Vol 3 (3C-1 or 3C 1-1)).
- (2) Cleaning Cards and relevant COSHH data sheets.
- (3) Completed "Fit to Handle Food" Certificates for all food handlers (JSP 456 Pt.2 Vol 3 (4A)).
- (4) Induction briefs (Catering Circulars 04-11).
- (5) Galley Management Supersession Certificate.
- (6) FCAT 1013 for Dispersed Feeding (leaving the Ship only) (JSP 456 Pt.2 Vol 3 (3B6-1)).
- (7) Pest Management Record (JSP 456 Pt.2 Vol 3 (3H-1)).
- (8) Record of internal galley fire exercises.

1333. **Galley Routines.** The Senior Catering Services person/Galley Manager is responsible for preparing and promulgating the Galley Routines, which should include:

- a. Standing Orders.
- b. Watch Bill.
- c. TORs.
- d. Cleaning Routines.
- e. Working Routines (Sea and harbour).
- f. Induction Routines.

Details of all Galley routines are to be authorised by the LO and incorporated in Logistic Department Standing Orders (LDSOs).

1334. **Messing in times of Tension or War.** The LO/LSO, in consultation with the Executive Officer (XO), is to draw up arrangements for feeding the Ship's company in times of tension or war. These arrangements are to be exercised in peacetime in line with PRISM. Additional instructions

on stockholding and their dispersal are contained within BRd 2002, BRd 2170 (1) and LDSO's. Particular attention is to be paid to:

- a. Embarking provisions to the maximum capacity.
- b. The control of issues to conserve stocks, whilst at the same time presenting nutritionally balanced menus.
- c. The dispersal of essential foodstuffs throughout the Ship.

1335. **Types of Messing.** There are two basic situations to be catered for, Defence Watch Messing and Action Messing. Additionally, there may be a requirement for emergency messing not covered previously and also messing of landing parties and disaster control parties.

1336. **Defence Watch Messing.** The normal state for a HM Ship operating in tension or war will be the two-watch defence system. Under this method the chefs are allocated to the galleys and, working in two watches (whereby their watch changes are outside of the meal times), should provide a restaurant service for officers and ratings. The Ship's Company normally works six-hour long watch routines and regular cooked meals are prepared and served for a period of half an hour each side of the watch change. Where possible, normal daily menus should be produced with the addition of a fourth snack type night meal. Between these meals, snacks and drinks should be available from the galley either on demand or at very short notice. The following should also be considered:

- a. **Heat Exhaustion.** Particular attention should be paid to the problems of heat exhaustion of galley staff when operating in the completely or partly shut down state. All equipment should continue to function as long as the Ventilation State will allow. Strict discipline in equipment operation can do much to reduce heat levels in galleys. In the fully closed down state and in the partially relaxed condition, it may be found unacceptable to operate more than one feeding station due to excessive heat. Under these conditions, where more than one galley exists, all personnel should be fed from the General Mess.
- b. **Organisation.** The precise organisation to be adopted may vary from Ship to Ship and will have to be sufficiently flexible to take account of the operational environment and restrictions. In planning the defence watch messing organisation, useful guidance can be obtained from the handbook on *Operating in a Nuclear Environment*.
- c. **Communal Staff.** Dining Hall and scullery staff should be detailed on the Whole Ship Watch and Station Bill and these may differ from normal cruising watch personnel. Arrangements should be made for the NAAFI canteen to open each side of a watch change.

1337. **Messing at Action Stations.** When the Ship's company is closed up for prolonged periods at action stations, it is essential that food and drink is available at short notice when ordered by the command. Snacks and beverages should be provided on an "as required" basis, but when closed up for extended periods it may be necessary for the Logistics Officer to provide a more substantial meal should the Command so decide. Action Messing takes the form of a hot meal served to the Ship's Company, within the quickest possible time, while the Ship remains closed up at State 1.

1338. **State One Preparations.** The following actions should be carried out prior to Action Stations and the Ship assuming State 1:

- a. Hot and Cold drinks as appropriate should be distributed throughout the Ship, at nodal points, prior to assuming State 1.

- b. Action Snacks should be bagged up and labelled, before being delivered to the appropriate location and given to the I/C or another responsible rating. Furthermore, Action Messing relay cards, at a ratio of 1:4, should be issued to I/Cs in readiness for Action Messing.

1339. **Securing for Action.** During periods of increased tension or, war there will be a requirement for all storerooms, offices and domestic areas to be fully secured for action. This will inevitably reduce instances of personal injury, damaged equipment and blocked suction strainers. In order to achieve this, it is recommended that at least 45 minutes be allowed from completion of a meal prior to going to action stations. Once this evolution has been practised it may be possible to reduce the preparation time to 30 minutes.

1340. **Securing Compartments.** The following arrangements should be followed:

- a. During CBRNDC State 3, all unoccupied compartments are to be secured with rim locks and one inch padlocks.
- b. During CBRNDC State 1 and 2, all compartments should be unlocked, with the exception of NAAFI storerooms and Wardroom wine stores, which should remain, locked on padlock only. Keys for these padlocks should be held at the relevant section bases and SCC/HQ1.

1341. **Dining Hall and Galley Arrangements at Action.** Attention should be paid to the following points when preparing these compartments for action:

- a. **General Securing.** All shelf battens must be in place, and all utensils stowed. Tubs and other large portable items must be securely lashed down. All loose, small and potentially dangerous items must be secured or stowed properly.
- b. **Action Dress.** Chef ratings closed up in the galley at action stations must wear action-working dress with sleeves rolled down and anti-flash gear. Ratings actually employed in preparing food may remove anti-flash gloves for the minimum time necessary to complete the task. When anti-flash is relaxed by the Command chef ratings should wear hats, and don aprons.
- c. **Protection of Food from Contamination.** All food must be covered to prevent contamination e.g. from dust dislodged from vent trunkings and elsewhere during the course of action. Food which has been prepared for the next meal should be labelled, stowed in refrigerators and covered properly.
- d. **Deep Fat Fryers.** Deep fat fryers must be switched off and drained of oil, with thermostats set to their lowest setting. On no account are fryers to be drained down before the oil is cool. For safety reasons drained off oil should be stowed in oil drums and properly secured.
- e. **Water Supplies.** Reserves of hot and cold water must be available. Boiling coppers, tilting kettles and other containers that can be secured are to be filled with water.
- f. **Master Switches.** All electrical supplies should be isolated at source and at the main breaker, prior to assuming State 1. On completion of action messing all equipment and power supplies are to be returned to this state.
- g. **Use of Cooking Equipment.** Permission is to be sought from SCC/HQ1 prior to switching on any cooking equipment before starting meal preparations.
- h. **IT Systems.** All DII and TRICAT systems are to be closed down during action stations, with the exception of operational terminals.

1342. **Action Snacks.** An Action Snack is provided when it is not possible to undertake Action or Quarters Messing and usually consists of a high energy bar. The Ship's Company should be split into normal groups of convenient size according to the location of their action stations. A breakdown of all groups, their size, the names of the personnel, the number of snacks, the name of the I/C, his/her location and their contact telephone number, should be issued in the form of a LOTEM (Annex to LDSO's). It is imperative that these details are updated frequently. Ten percent extra snacks should be issued to each group, to take into account flexibility, errors in compiling the figures and mobile personnel. When ordered by the Command, I/Cs of sections are to issue the Action Snacks to the personnel listed (contained in LDSO's). Any shortfalls should be communicated to the Action Messing Team (AMT) so that the shortfall can be amended. AMTs are to replenish the hot and cold drinks sited throughout the Ship on a regular basis. In addition to this each drink container must have a routine for replenishment attached including a contact telephone number. Consideration should be given to bagging up a second issue of snacks to provide maximum flexibility to the Command.

1343. **Action Messing Teams.** At a suitable time, when the threat is low, the Command will initiate Action Messing by issuing the order "Action Messing Teams close up". On arrival in the galley the team should carry out an initial survey to ensure the Galley has no visible signs of battle damage. Permission should be sort before power is restored to the Galley. Once power has returned an equipment survey is to be carried out to establish the availability of the cooking equipment, essential services, power, lighting, ventilation and water. Damage and equipment requiring repair should be reported to the maintainer via the SCC. At this point the I/C of the AMT must make a decision as to whether Action Messing is possible and how long it will take. The Command via the DCO should be briefed accordingly. A simple, effective plan for cooking should be formulated, utilising all available equipment to provide food within the quickest time and briefed to the AMT thereby providing the Command with maximum flexibility. The aim should be to prepare, cook, serve and re-secure in the shortest time possible.

**Note:** Although there is no set time to achieve Action Messing, Ships are recommended to try and achieve the serial within 75 minutes as trained for at OST.

1344. **Main Meal at Action.** In order that 75% of personnel are closed up at their action station at all times, the following routine is recommended. It will allow a Ship's Company to be fed quickly and all catering areas to be re-secured within the Fleet Standard Time. The following routine should be followed:

- a. A card relay system should be used to manage the feeding.
- b. All personnel are fed from the JRDH, with the exception of larger Ships which may be required to use more than one galley/dining area.
- c. Personnel eat standing using disposable plates and cutlery.
- d. Hot/cold drinks are provided in the JRDH.
- e. Fresh fruit provided as personnel leave the dining area.

1345. **Managing the Main Meal.** In order to maximise efficiency, it is recommended that:

- a. The Catering Services Senior Rate assumes overall control liaising with DCO throughout.
- b. Catering staff or local damage control and repair parties dispense hot/cold drinks.
- c. Where possible, additional hands should be detailed to assist in cleaning, collecting the gash and to maintain the secure state of the Ship.



d. Simple “all in” dishes (including vegetables) that provide sufficient sustenance should be used which require minimum preparation, cooking time and serving utensils. Where possible and if stocks allow, disposable plates and cutlery should be used to consume meals. However, the Ship’s Company must ensure that they carry their own service issue drinking mug when action stations are sounded.

e. All personnel should be encouraged to dine at the central feeding location, however, battle damage/command implications, may mean that not all personnel will be able to get to the central feeding position to obtain action messing. Therefore there may be a requirement for dispersed feeding to transport hot food to groups of personnel throughout the Ship (e.g. RAS teams, bridge teams, flight deck crews). Insulated containers are ideally suited to this task.

1346. **Provision of Quarters Messing.** The aim of this feeding is to provide food to personnel during a lull in the action when it is not practicable for them to be released from their action station. The AMT will prepare food which is to be delivered to I/Cs of sections for distribution to personnel using the Action Snack’s list. Hot rolls, pies and pasties are ideal or simple all in one dishes can be delivered using SAF Jars and disposable eating utensils. All waste generated as a result of the feeding evolution is to be bagged and secured until the action is over.

**Note:** Although there is no set time to achieve Quarters Messing, Ships are recommended to try and achieve the serial within 45 minutes as trained for at OST.

1347. **Fluids.** Adequate supplies of fluids, such as soup and hot or cold drinks according to the climate, should always be available for distribution at short notice. These are best provided in small urns or flasks, which can easily be secured and re-supplied.

1348. **Alternative Emergency Cooking Facilities.** The LO/LSO should give thought to what emergency facilities could be arranged if action damage rendered all the Ship’s galleys inoperable, details of which should be in the LDSOs.

1349. **Dispersal of Stocks.** During periods of tension and war 3 days stock is to be dispersed to Shelter Stations. During certain CBRNDC states of readiness consideration should be given to using shelter stations within the citadel for this purpose (see BRd 2170 (1)). This is to act as a reserve against damage to storerooms and for action messing. Attention is drawn to the need for adequately secure stowages if long periods are to be involved so that an accurate estimation of remaining provisions endurance can be made. Details of these stowages are to be entered in LDSOs and CMR Pt 2.

1350. **Emergency Messing.** Other emergencies, e.g. collision, may make it necessary to mess the Ship’s company in other than the normal peacetime routine. These arrangements will depend on the circumstances at the time, but the principles above for defence watches and action messing provide the basis for planning. The most vital are:

- a. On-call provision of drink and food for personnel who will be busy and may be exhausted, shocked or cold.
- b. The control and flow of numbers through the eating spaces, commensurate with the ability to produce food.
- c. An organisation for the distribution of snacks to personnel at work if they cannot be released to take a centrally provided meal.
- d. Adequate dispersal and proper control of stocks to conserve food.

**1351. Messing of Landing Parties and Disaster Control Parties.** The Ship's organisation for providing rations for landing parties should be capable of dealing with the maximum number of personnel that could be landed by the Ship at any one time and at whatever notice required. The LO should make plans in conjunction with the XO and Officer Commanding Royal Marines (OCRM), when borne and the following considered:

- a. **Initial Food Supply.** Unless food supply has been arranged from shore sources to operate immediately on the day of landing, 24 hr ORP, when available, are to be issued prior to disembarkation. Where time permits pasties or packed meals should be made by the catering staff and distributed to the landing party prior to disembarkation to provide the short term feeding solution. Ideally this should include chocolate bars, biscuits and the provision for hot/cold drinks.
- b. **Main Feeding.** Once the party is ashore consideration should be given to the longer-term type and style of feeding. This is dependant on the availability and quality of provisions ashore and the ability for the Ship to re-supply, the prevailing conditions ashore and the expected duration for which the landing party will remain landed. Where group feeding is possible consideration should be given to landing catering support. Any subsequent landing of rations must take place in accordance with a recognised routine agreed with the Ship and the headquarters ashore. A few days' reserve rations in the form of dry provisions should normally be held ashore. When catering for the numbers ashore, additional allowances of provisions may be needed for prisoners, refugees, interpreter etc. Consideration should be given to producing hot food on board and transporting it in suitable containers (SAF Jars) to landed personnel (using FCAT 1013 Dispersed Feeding Record JSP 456 Pt.2 Vol 3 Ch 3 Appendix 6).
- c. **Provisions Re-Supply.** Where it is not possible to obtain provisions from local sources and the party is to be provisioned from the Ship, fresh and frozen provisions should be landed daily by either boat or helicopter transfer. Guidance for the safe handling, preparing and cooking of provisions in austere environments can be found in JSP 456 Pt.2 Vol 3 Ch 3.

**1352. Water Purifying Tablets (NSN6850-99-225-1833).** These tablets are for use by landing parties when there is any doubt about the purity of the local water supply, or with aircraft survival equipment. Each box contains 960 tablets and their estimated shelf life is 5 years. Details of holdings are to be recorded in the CMR (Pt 2). The quantity of tablets to be carried by HM Ships is as follows:

- |                      |       |
|----------------------|-------|
| a. LPD/LPH and above | 21 BX |
| b. Other Ships       | 11 BX |

**1353. Galley First Aid.** The Galley Manager is to ensure that a fully stocked First Aid Box, including in date and sealed eye wash bottles, is available in the Galley along with a list of trained First Aid personnel.

**1354. Galley Dress.** Food Handlers are to wear clean MOD issue 'whites' (Dorchester jacket, sleeves rolled down), blue check chefs trousers, cloth cap and an apron) when employed preparing, producing and serving food. Caps and aprons are to be removed when leaving the Galley.

**1355. Galley Keys and Breakers.** A strict key routine, to include the locking-off of galley electrical breakers whenever the galley is unattended, is to be in existence. Routines including security of Galley keys are to be authorised by the LO/LSO and included in LDSOs.

**1356. Galley Safety Information Signs.** Details of all information signs are listed at Annex E.

1357. **Galley Fire Exercises.** Galley fire exercises are to be carried out in accordance with BRd 9274 (Maintenance of Operational Requirements and Standards) every 30 days for the benefit of Galley staff who are to take first aid actions. The SSEP/HFEP should attend, but they must stand back initially to allow Galley fire procedures to be completed by Galley staff. The exercise and any comments are to be recorded in the GMR Pt 2. Major fire exercises on board should take place every 90 days and should include the Galley as well as Flight Deck, Hangar and Main Machinery Space fires.

1358 - 1399. Reserved.

**CHAPTER 13 Annex A – MESSING EVALUATION CHECK FORM****1. FOOD SAFETY AND SAFETY (GENERAL)**

**Objectives:** To provide advice and guidance to ensure that intrinsically safe and hygienic methods are used for food production in all food preparation areas and that commensurate general working practices are evident in non-production Food Service areas.

<b>FOOD SAFETY AND SAFETY (GENERAL)</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1.1 Were the following Personal Hygiene routines enforced: <ul style="list-style-type: none"> <li>Do all Food Handlers and visitors wash their hands on entry to Food Service Compartments and is appropriate headgear worn?</li> <li>Do Food Handlers ensure hands are washed prior to commencement of work and between tasks?</li> <li>Are all Food Handlers wearing the correct protective clothing, is it clean, well maintained and are long sleeves rolled down?</li> <li>Are Food Handlers removing aprons and hats when leaving the Galley/Servery/Pantry?</li> <li>Are personal items of jewellery removed before carrying out food preparation (with the exception of one smooth wedding band)?</li> </ul>			
1.2 Are food and non-food items stored separately?			
1.3 Are COSHH cupboards clearly marked with appropriate signage, correctly stowed and in date eyewash bottles within the vicinity? Are chemicals stored below or separate from equipment and PPE? Is there appropriate signage to direct personnel to PPE? Are all decanted chemicals/liquids clearly marked with contents?			
1.4 Is Sea State Seven (SS7) posture being adhered to?			
1.5 Is the Galley clean and tidy taking into consideration the ongoing working tasks (Clean as you go policy)?			
1.6 Are Sharps (Knives, Cutting Machine blades) held in stowage marked with 'Sharps within' signage?			
1.7 Are steam/heat drills applied prior to opening equipment (warning shout) and are they instinctive amongst food handlers? Additionally are doors cracked to allow steam/heat escape prior to opening?			

## 2. MANAGEMENT ORGANISATION

**Objectives:** To provide advice and guidance on the effective management of the Galley and food preparation areas, whilst endeavouring to provide the highest level of food service within available resources. To ensure that the Galley Management Record is maintained correctly and shows a complete audit trail with an accurate record of 'Due Diligence' Documentation.

MANAGEMENT ORGANISATION	YES	NO	COMMENTS
2.1 Are HACCP routines and current food safety policy fully understood by all catering services personnel? Is documentation annotated with the ships specific requirements if appropriate?			
2.2 Are the temperature recordings of High Risk Foods taken on completion of the cooking process and prior to presentation for service? Has all high risk food retained at the end of a meal been recorded correctly and are both of the above recorded on the Daily Food Safety Management page?			
2.3 Is an effective audit trail maintained for rechauffe dishes? Is the dish reheated to above 75°C for 2 mins (82°C for Scotland) and any waste ditched on completion?			
2.4 Is high risk food cooked in advance, chilled sufficiently within 90 minutes to 8°C or below and held under temperature control with a sufficient audit trail maintained (check correct completion of the Advanced Food Preparation Record)? Where improvised chilling methods are used and the cooling process begins at 63°C is the drop in temperature being correctly monitored?			
2.5 Are industrial catering containers labelled with the date of opening and refrigerated iaw manufacturers' instructions where applicable?			
2.6 Have operating temperatures been recorded for refrigeration and freezer units thrice daily and are reasons for abnormal temperatures/defects recorded, including weekly verification checks as required?			
2.7 Are digital temperature probes used correctly and are they cleaned using bacterial wipes prior to and after use? Have the probes been calibrated correctly? Are the wipes in date?			
2.8 Are the 14 food allergens clearly listed in an obvious place? (e.g. on a menu, menu board or is an information pack held at the service point).			
2.9 Have all allergens that are contained within the dishes produced been correctly annotated on the Allergen Record (JSP 456 DCM Pt.2 Vol 1 Chapter 5 Annex B) and is this held in the GMR Part 1?			
2.10. Is adequate signage displayed informing the customer to speak to a member of the food services staff for clarification of ingredients of dishes on offer?			

MANAGEMENT ORGANISATION	YES	NO	COMMENTS
2.11 Is colour-coded food preparation equipment being correctly used for tasks and stored separately, thus reducing the cross contamination risk?			
2.12 Are refrigerators stored correctly and where possible are raw foods held in a separate refrigerator or stored below other foodstuffs? Is all prepared food covered and correctly labelled with the time and date it was prepared and the time and date it is to be used by (48 hours)? Are defrosting routines correctly adhered to and thawing meats correctly labelled with the time and date the defrosting process started?			
2.13 Are disposable protective aprons used when preparing raw meats?			
2.14 Is the sink water for washing and rinsing changed regularly and piping hot?			
2.15 Is mess gear being cleaned and dried correctly prior to stowage?			
2.16 Are there any foods past their best before or use by dates?			
2.17 Is raw meat preparation being conducted correctly, away from cooked foodstuffs?			
2.18 Where Tea Towels are used for drying utensils, crockery or cutlery are they replaced regularly i.e. when wet or dirty? Used cloths to be placed in laundry bag.			
2.19 Are main provision/cold rooms correctly stored, temperatures correctly monitored and recorded (including weekly calibration tests) and are Man -Trap Alarms being proven and recorded iaw JSP 456 Pt 2 Vol 1 Art 1321(f)?			
2.20 Where fitted are blast chiller records run correctly and used in accordance with manufactures instructions?			
2.21 Are there any emergent defects, have they been recorded and has any hastening action been taken (is there a full audit trail)?			

### 3. MESSING SUPPORT

**Objectives:** To provide advice and guidance on the adequate preparation of messing areas for each meal and those subsequent levels of service are sufficient to deliver a hygienic and pleasant dining environment.

MESSING SUPPORT	YES	NO	COMMENTS
3.1 <ul style="list-style-type: none"> <li>Are 'Before and After' meals routines in place and are they effective?</li> <li>Are Lowerators utilised where available and power isolated when not in use?</li> <li>Are all cups, glasses, plates, non-slip mats and cutlery correctly cleaned and dried after meals prior to stowing?</li> <li>Has fruit been washed prior to service?</li> <li>Do the DAR's containing perishable foods have their temperatures recorded thrice daily?</li> <li>Are chilled drinks machines regularly cleaned as per cleaning routines?</li> </ul>			
3.2 Are Dish Washing Machines working correctly and stripped and cleaned after each meal?			
3.3 Are messing support areas afforded the correct levels of manning and supervision at all times?			
3.4 Personal food items should not be stored within catering or domestic refrigerators. Are any present?			
3.5 Where fitted are cold display counters running effectively at below 8 C, correctly maintained and clean?			

### 4. DOMESTIC CLEANLINESS

**Objectives:** To provide advice and guidance on standards of cleanliness in all food service areas and to establish if cleaning schedules are correctly conducted and supervised to ensure standards are delivered and maintained.

DOMESTIC CLEANLINESS	YES	NO	COMMENTS
4.1 Inspect each compartment for appropriate levels of cleanliness. <ul style="list-style-type: none"> <li>Are the cleaning routines effective, being correctly conducted and supervised?</li> <li>Are cleaning schedules correctly signed on completion?</li> <li>Is gash kept to a minimum and removed on a regular basis? Are staff conversant with the current waste management regulations?</li> <li>Is the correct colour coded cleaning gear being used in each compartment?</li> <li>Is Six Stage cleaning taking place?</li> <li>Is sanitizer being used regularly and correctly diluted?</li> </ul>			

## 5. FOOD STANDARDS

**Objectives:** To achieve and maintain a nutritional and balanced diet, delivering high standards of food provided to the Ship's Company.

FOOD STANDARDS	YES	NO	COMMENTS
5.1 Is food cooked correctly and when feasible is batch cooking being adhered to?			
5.2 Are foods only removed from refrigerators when needed for cooking/service?			
5.3 Is the food well presented at all service points?			
5.4 Do all service points offer: A variety of textures and appearance of choices (i.e. stew, pastry, individual portions etc). A variety of protein choices. Potato/rice/pasta dishes that compliment the protein choices. Vegetable choices that compliment the protein choices. Are all the relevant menu accompaniments for that menu available to the customer?			
5.5 Is there a sensible balance between home cooked and convenience foods taking into consideration the Ship's programme galley work load and available equipment?			
5.6 Is a Healthy Option available and are they being proactively advertised?			
5.7 Do recipes and cooking methods promote the reduction of: Dietary fat and more specifically saturated fat. Salt and other sodium sources. Refined carbohydrates (sugar).			
5.8 Where possible are the 'healthiness' of recipes being improved by ingredient choices or methods of cooking without detriment to the end product?			
5.9 Does the menu promote an increased consumption of fruit, fibre rich foods and vegetables to improve diet and promote healthy eating?			
5.10 Has the menu offered sufficient choice and a nutritionally balanced meal to the customer?			
5.11 Catering for Diversity. Have National and Religious diversities been considered and prepared for where necessary? Have medical conditions and committed lifestyle choices (Vegan, Vegetarian, Allergens etc) been considered and prepared for where necessary?			
<b>General comments by person conducting Messing Evaluation Check</b>			
<b>Name</b> <b>Rank</b>			



Line Managers Comments			
Name Rank			
LO's Comments			
Name Rank			

## **CHAPTER 13 Annex B – COMMANDING OFFICERS DECLARATION**

### **The Products of Animal Origin (Third Country Imports) (England) Regulations 2004 and Animal By Products Regulation 2003**

#### **Disposal of Catering Waste from a means of transport operating internationally – ENGLAND ONLY**

I am the Owner/Captain/Ship's Master/Pilot responsible of the disposal of catering waste from (delete as appropriate) of [Name of vessel and relevant identification number].

I declare that all ships stores have been completely emptied, cleaned and disinfected following our last international voyage and that [Name of Vessel] has not left the EU since stores were replenished.

#### **Signed:**

Print Name:

Dated:

#### **Contact details:**

Address:

Telephone/Fax:

Email address:

(Alternatively please give details of your shipping agent, management office or other contact)

Please return this form to your local SVS office: [www.defra.gov.uk/animalhealth/](http://www.defra.gov.uk/animalhealth/)

Please keep a copy of this form for your own records

#### **DATA PROTECTION STATEMENT**

DEFRA and its agencies will hold and use your information to update you on any changes to the policy and rules concerning the disposal of international catering waste. If you do not wish to receive this information, please contact your local SVS office or email –

[iahimports@defra.gsi.gov.uk](mailto:iahimports@defra.gsi.gov.uk) You have the right to see the data DEFRA and the SVS holds about you and correct any inaccuracies. In limited circumstances, we may be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations or the Freedom of Information Act 2000. However, we will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998.

**CHAPTER 13 Annex C – DUTY CATERERS MANAGEMENT PAGE****HMS *EXAMPLE* DUTY CATERERS MANAGEMENT PAGE**

Duty Caterer	<i>AB Logs Example</i>		Date	<i>13 Dec 14</i>				
<b>Catering Keys Drawn from Keyboard</b>								
Key Drawn	Time Out	Time In	Drawn By	Sign	Time Out	Time In	Drawn By	Sign
1. No 1 Store	<i>0800</i>	<i>0900</i>	<i>.....</i>	<i>.....</i>	<i>1300</i>	<i>1400</i>	<i>.....</i>	<i>.....</i>
2. No 2 Store	<i>0800</i>	<i>0900</i>	<i>.....</i>	<i>.....</i>	<i>1300</i>	<i>1400</i>	<i>.....</i>	<i>.....</i>
3. Main Freezer	<i>0800</i>	<i>0900</i>	<i>.....</i>	<i>.....</i>	<i>1300</i>	<i>1400</i>	<i>.....</i>	<i>.....</i>
4. F&V Room	<i>0800</i>	<i>0900</i>	<i>.....</i>	<i>.....</i>	<i>1300</i>	<i>1400</i>	<i>.....</i>	<i>.....</i>
5. Potato Room	<i>0800</i>	<i>0900</i>	<i>.....</i>	<i>.....</i>	<i>1300</i>	<i>1400</i>	<i>.....</i>	<i>.....</i>
6. Dairy Room	<i>0800</i>	<i>0900</i>	<i>.....</i>	<i>.....</i>	<i>1300</i>	<i>1400</i>	<i>.....</i>	<i>.....</i>
<b>Specific Daily Instructions</b>								
<i>POLOG(CS) to add instructions.</i>								
<b>Defects occurred during the working day.</b>								
TRICAT Daily Back Up			Time: <i>1600</i>		Signature: <i>.....</i>			
<b>Supplementary Issues</b>								
<b>End of Working Day Tasks - to be completed before secure and signed for.</b>								
1.	Ensure the Galley has all the required provisions for breakfast the next day.							
2.	Ensure all fridge and freezer temperatures have been correctly recorded on the unit doors.							
3.	Ensure that all weekly and daily cleaning tasks have been completed.							
4.	All Catering Service areas are correctly secured.							
5.	All gash has been ditched.							
6.	All storeroom and fridge keys are locked in the Catering Office keyboard.							
7.	The Duty LLogs (Galley) has details of your whereabouts in the event of an emergency.							
<b>Duty Caterer Signature</b>				<b>LLogs Signature</b>				

## CHAPTER 13 Annex D – GALLEY MANAGEMENT RECORD (GMR) PAGE

HMS <i>EXAMPLE</i> - Galley Management Record (GMR) Page (Main Galley)					
<b>Date:</b> <i>23/08/11</i>	<b>Location:</b> <i>Portsmouth</i>	<b>Duty LCH:</b> <i>LLogs Example</i>	<b>Daily S71 Numbers</b>	<i>80</i>	<b>Galley Manager:</b> <i>POCS Example</i>
<b>HACCP Line</b>	<b>Number of Portions</b>	<b>Menu:</b> <i>Highlight Food that requires probing</i> <i>(Examples below)</i>	<b>Quantities</b>	<b>Menu Reference</b>	<b>Notes:</b> <i>(these notes are produced at the discretion of the LO &amp; Galley Manager in order to assist the galley team)</i>
<b>Evening Meal Numbers - 80</b>					<i>1. All orders pertaining to food production and food service are to be adhered to at all times.</i> <i>2. All foods are to be batch cooked.</i> <i>3. Strict adherence to recording of temperatures.</i> <i>4. Correct dress to be worn (JSP 456 Vol 1 1352).</i> <i>5. All galley stores to be supervised (JSP 456).</i> <i>6. Duty LCH to supervise the Communal Party.</i>
<i>B</i>	<i>40</i>	<i>Roast Beef</i>	<i>7.5 KG</i>	<i>law .....</i>	
<i>B</i>	<i>40</i>	<i>Chicken in Red Wine Sauce</i>	<i>10 Birds</i>	<i>law .....</i>	
<i>B</i>	<i>80</i>	<i>Roast Potatoes</i>	<i>40 Kg</i>	<i>law .....</i>	
<i>B</i>	<i>80</i>	<i>Cauliflower Cheese</i>	<i>10 Heads</i>	<i>law .....</i>	
<i>B</i>	<i>80</i>	<i>Baton Carrots</i>	<i>8 Kg</i>	<i>law .....</i>	
<i>B</i>	<i>80</i>	<i>Apple and Blackberry Crumble with Custard</i>	<i>2 Tins</i>	<i>law .....</i>	
		<b>WARDROOM STARTER</b>			<b>Signature of Galley Manager:</b>

Breakfast Meal Numbers - 30					Extra requirements (packed, late/early meals)		
B	25	Grilled Bacon	1 Pkt	law .....	1. 20 packed meals for Range Party, to be collected from the Catering Office at 0745 on 18.11.10 by PO Black. 2. 20 baguettes to be baked off in the morning watch for filled rolls on the 18.11.10		
B	25	Grilled Sausage	1 Pkt	law .....			
B	25	Eggs to Order	1 Tray	law .....			
B	25	Baked Beans	2 Tins	law .....			
B	25	Plum Tomatoes	1 Tin	law .....			
Lunch Meal Numbers - 80					HACCP Line	Number of Portions	Roll fillings/ Salads
B	80	Tomato Soup (home made)	4 Gallons	law .....	C	10	Egg Mayo for rolls
B	60	Battered Cod	2 Blocks	law .....	A	10	Ham for lunch rolls
A	20	Filled Rolls	20	law .....	C	20	Beef for sandwiches
B	80	Chipped Potatoes (QF)	4 Pkts	law .....			
B	60	Mushy Peas	1 Pkt	law .....	Out of Hours incidents (inc Defects)		
Signature of Duty LCH: .....							
This is to certify that I have read and understand SGOs, LDSOs and Galley Standing Orders.							

**CHAPTER 13 Annex E – SAFETY SIGNS AND WARNINGS**

<b>Sign</b>	<b>To be Sited</b>
<b>WARNING</b> <b>DEEP FAT FRYER FIRE DANGER</b> <b>DO NOT LEAVE UNATTENDED</b> <b>SWITCH OFF ALL POWER BEFORE YOU LEAVE</b>	Sited over canopy above the deep fat fryer, working units with fryer incorporated and all galley exits.
<b>WARNING</b> <b>DO NOT FILL LESS THAN 1/3</b> <b>DO NOT FILL MORE THAN 1/2</b> <b>FILL AS INDICATED BY DEPTH MARKINGS</b>	Sited adjacent to the deep fat fryer.
<b>WARNING</b> <b>SHUT COVER IN THE EVENT OF A FIRE</b>	Sited adjacent to the deep fat fryer and remote operating handle.
<b>MICROWAVES</b> <b>TO BE CHECKED DAILY FOR CLEANLINESS</b> <b>AND DAMAGE TO DOOR SEALS</b>	Sited on or adjacent to all microwaves.
<b>FOOD LIFT</b> <b>1. WHEN NOT IN USE LIFT DOORS ARE TO BE</b> <b>CLOSED AND LOCKED</b> <b>2. OPERATE ONLY FROM LOADING POSITION</b>	Sited on or adjacent to all food lifts and vertiflo hatches.
<b>WARNING</b> <b>ALL SAFETY GUARDS TO BE IN POSITION</b> <b>WHEN OPERATING THIS MACHINE</b>	Sited adjacent to all gravity feed slicers, slicing and mixing machinery.
<b>FIRE DANGER</b> <b>SHUT OFF IN THE EVENT OF A GALLEY FIRE</b>	Sited adjacent to remote fire handles, galley power breakers, ventilation isolating switches and crash stops.
<b>IN THE EVENT OF FIRE</b> <b>1. RAISE THE ALARM (LVA)</b> <b>2. ATTACK FIRE WITH CORRECT SPE</b> <b>3. TURN OFF POWER</b> <b>4. SHUT OFF VENTILATION</b>	Sited adjacent to all galley entrances and exits
<b>WARNING</b> <b>DO NOT PLACE HANDS IN BOWL WHEN</b> <b>MACHINE IS OPERATING</b>	Sited adjacent to all mixing machinery.
<b>WARNING</b> <b>TO BE OPERATED BY TRAINED PERSONNEL</b>	Sited adjacent to all power driven machinery, including all scullery and pantry equipment.

Sign	To be Sited
<b>LOCKED IN ROUTINE</b> <b>1. OPERATE AUDIBLE ALARM</b> <b>2. CONTINUOUSLY SWITCH LIGHTS ON &amp; OFF</b>	Sited adjacent to cool room and freezer room doors and alarm switches.
<b>PERSONNEL TRAPPED IN FRIDGE</b> <b>1. RAISE ALARM IF AUDIBLE ALARM SOUNDS</b> <b>2. RAISE ALARM IF LIGHTS ARE FLASHING</b> <b>3. INFORM OOW/OOD, SCC &amp; CS STAFF</b> <b>4. ATTEMPT TO GAIN ACCESS TO FRIDGE</b>	Sited adjacent to fridge audible alarm and all fridge indication lights.
<b>THE NEAREST EDBA IS LOCATED AT</b> .....	Sited adjacent to fridge audible alarm and all fridge indication lights.
<b>WARNING</b> <b>BRATT PAN</b> <b>NOT TO BE OPERATED AS A DEEP FAT FRYER</b>	Sited on or adjacent to all bratt pans.
<b>NO SMOKING</b>	Sited on entry to all food related areas.
<b>CAUTION</b> <b>1. CHEMICALS USED IN THIS MACHINE MAY CAUSE DERMATITIS</b> <b>2. CORRECT PPE TO BE WORN WHEN OPERATING THIS MACHINE</b>	Sited on or adjacent to all dishwashing machines.
<b>CAUTION</b> <b>1. DANGER OF STEAM AND BOILING WATER</b> <b>2. CARE TO BE TAKEN WHEN OPENING</b>	Sited on or adjacent to all steam and combi ovens.
<b>CAUTION</b> <b>SHARP IMPLIMENTS STOWED WITHIN</b>	Sited on all draw fronts and cupboards containing sharp objects.
<b>HOT FRESH WATER</b>	Sited as applicable.
<b>COLD FRESH WATER</b>	Sited as applicable.
<b>SALT WATER</b>	Sited as applicable.
<b>CLEANING GEAR ONLY</b>	Sited as applicable.

<b>Sign</b>	<b>To be Sited</b>
<b>POTATO PEELER</b> <b>1. DO NOT OVER LOAD MACHINE</b> <b>2. FILL ONLY WHEN MACHINE IS RUNNING</b> <b>3. ENSURE POTATOES ARE FREE FROM STONES</b>	Sited adjacent to the potato peeler.
<b>NO ENTRY TO UNAUTHORISED PERSONNEL</b>	Sited as applicable.
<b>GREASE FILTERS</b> <b>1. CLEAN WITH HOT SOAPY WATER DAILY</b> <b>2. CLEAN SURROUNDS DAILY</b> <b>3. CLEAN TRUNKING DAILY</b> <b>4. ENSURE REGULAR DEEP CLEANING</b>	Sited adjacent to grease filters on the canopy.
<b>GARBAGE DISPOSAL UNIT (GDU)</b> <b>1. NO BONES</b> <b>2. NO METAL OBJECTS</b> <b>3. NO PLASTICS</b> <b>4. DO NOT USE ALONGSIDE</b> <b>5. DO NOT USE WITHIN 3 MILES OF LAND</b> <b>6. ISOLATE DURING “MAN OVERBOARD”</b> <b>7. OBSERVE ALL MARPOL REGULATIONS</b>	Sited adjacent to all garbage disposal units (GDU's).